

Message

From: Kiefer, Linda [Kiefer.Linda@epa.gov]
Sent: 5/10/2019 2:51:44 PM
To: Hovis, Jennifer [Hovis.Jennifer@epa.gov]; Trevi Wormley [twormley@msipros.com]; Greg Sieber [gmsieber@msipros.com]; Sands, Charles [Sands.Charles@epa.gov]
CC: Wharton, Steve [Wharton.Steve@epa.gov]
Subject: RE: Deletions Lean - Region 8 list roles and responsibilities
Attachments: Action information example.docx; FR cover form example NOD.pdf; FR cover form example NOID.pdf; FR NOID signature page example.pdf; Highlighted draft NOIPD example.docx; Highlighted draft NOPD example.docx; Public Notice for newspaper example.docx; Request for RA signature example.docx; Request for RA signature example.pdf; Responsiveness summary example.docx; Routing Concurrence Block - cut and paste.docx; Routing concurrence packet total just front pages NOIPD example.pdf; Routing Concurrence side of routing NOD example.pdf; Routing page example.pdf; Routing signature side of routing NOD example.pdf; Typeset request NOIPD example.pdf; Typeset request signed NOPD example.pdf; UPS label to Federal Register example.pdf; Webpage example final deletion.docx; Webpage example open public comment period.docx

Jen,
Here are some examples of documents/webpage language Region 8 uses in the process. I haven't been granted approval to the sharepoint site yet; otherwise, I would load them there.
Linda

From: Kiefer, Linda
Sent: Thursday, May 9, 2019 2:46 PM
To: Hovis, Jennifer <Hovis.Jennifer@epa.gov>; Trevi Wormley <twormley@msipros.com>; Greg Sieber <gmsieber@msipros.com>; Sands, Charles <Sands.Charles@epa.gov>
Cc: Wharton, Steve <Wharton.Steve@epa.gov>
Subject: Deletions Lean - Region 8 list roles and responsibilities

I put this together to help with documents for the Deletion Lean meeting next week.

Region 8 has a process for the deletions that utilizes several roles, some of which are a deletion coordinator, a webpage admin, and docket admin.

Attached is a breakout of the roles and responsibilities in relation to the process from start to finish.

Linda Kiefer
Region 8 Deletion Coordinator
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